



State of Arizona  
**Department of Education**

**Tom Horne**  
Superintendent of  
Public Instruction

**CN# 19-06**

**MEMORANDUM**

---

**To:** School Health & Nutrition Program Superintendents, Principals and School Food Authorities

**From:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services  
  
Holly Mueller, Program Director  
Arizona Department of Education, School Health & Nutrition Programs

**Date:** December 9, 2005

**RE:** Local Wellness Policy Requirements for Each LEA Superintendent

---

This memo serves to provide further guidance to Local Educational Agencies (LEAs) regarding the new local wellness policy requirement. Section 204 of Public Law 108-265 states that school administrators must be involved in the creation of a local wellness policy. For this reason, the Arizona Department of Education (ADE) is asking all LEA **SUPERINTENDENTS** to lead this task or appoint an equal position to lead the development of a wellness policy.

ADE will be monitoring the creation and implementation of the wellness policy in the 2006/2007 school year and beyond. LEAs that do NOT create and implement a wellness policy are out of compliance with Federal Public Law 108-265.

In order to be compliant with this law, at a minimum, each LEA must have a district/LEA level wellness policy. Individual school sites may revise the LEA wellness policy to meet their specific needs.

**Local Wellness Policy Requirements:**

On June 30, 2004, President Bush signed Section 204 of the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act requiring all LEAs participating in National School Lunch Program (NSLP), School Breakfast Program (SBP), or Special Milk Program (SMP) to create and implement a local wellness policy by July 1, 2006. The wellness policy must include at a minimum the following 5 points:

1. INVOLVEMENT of parents, representatives of the school food authority, the school board and school administrators, and the public, in the development of the local wellness policy;
2. A PLAN FOR MEASURING implementation of the local wellness policy, including designation of one or more persons within the LEA or at each school charged with operational responsibility for ensuring that the school is meeting the local wellness policy;
3. GOALS for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the LEA determines is appropriate;
4. Nutrition GUIDELINES selected by the LEA for all foods available on each school campus under the LEA during the school day with the objective of promoting student health and reducing childhood obesity; and
5. ASSURANCE that guidelines for reimbursable school meals are not less restrictive than the regulations and guidance issued by the USDA.

In order to develop a comprehensive wellness policy, LEAs will need to develop or utilize their existing school health councils. As mentioned above, the law states that LEAs must involve educators, school nutrition professionals, town and community representatives, parents, and students.

**Training opportunity for local wellness policy:**

Enclosed you will find information for the ADE Tools for Healthy Schools conference. This conference is designed to offer you training on how to create a local wellness policy as well as provide tools to improve school health including: information on the new 2005 Dietary Guidelines for Americans, Road to SMI Success (the nutrient standards school meals must follow from USDA), and how to use the CDC's School Health Index as a first step towards creating a local wellness policy.

The ADE recommends that all persons involved in the creation of the local wellness policy attend this training to gain a better perspective of the requirement.

cc: LEA Principals  
School Food Authority